

JOB DESCRIPTION: **OFFICE ADMINISTRATOR – SHERIFF’S OFFICE**DATE: **11/20/2019**

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Sheriff’s Office	CLASSIFICATION:	045
SUPERVISOR:	Sheriff	SALARY RANGE:	E02
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Supervise, plan and coordinate activities of Support Staff. Manage and coordinate a wide variety of administrative functions for the Sheriff’s Office. Perform advanced and specialized administrative support duties for the Sheriff’s Office and Command Staff. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist Command Staff in planning and supervising department administrative operations and with special projects.

Supervise support staff, including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

Coordinate and monitor all financial operations of the Sheriff’s Office. Prepare and issue monthly billings to agencies, former inmates and/or other departments for County Firing Range usage, boarding of federal inmates, housing fees and past debt. Prepare reports for grants and other state and federal programs. Compile invoices and prepare claims for payment. Prepare claims for data entry and balance and file for fiscal year. Receive incoming revenue and prepare bank deposits for the Jail. Act as signatory on the Jail’s Inmate Trust Account. Prepare and file detailed records of financial transactions. Reconcile departmental records to County.

Perform cash handling duties in accordance with the County Cash Handling Standards.

Assist Command Staff in preparation of annual County departmental budget. Monitor fiscal operation of Sheriff’s Office and report to Command Staff with recommendations to remain within budgetary constraints. Assist in the preparation of annual estimated personnel, supplies and equipment needs/costs.

Coordinate and manage administrative purchasing program of the Sheriff’s Office, including all office supplies and other equipment. Obtain competitive quotes as needed for services and supplies. Negotiate and monitor service contracts with vendors such as copiers and phones. Prepare and track purchase orders.

Coordinate and manage the payroll process for the Sheriff’s Office. Assist employees with questions on payroll, benefits, insurance, etc. Maintain time records, verify and ensure receipt by Payroll. Prepare personnel action forms for employees and new hires.

Coordinate insurance coverage for Sheriff’s Office equipment and facilities, including reconciling annual property review, vehicles and maintaining files.

JOB DESCRIPTION: OFFICE ADMINISTRATOR – SHERIFF’S OFFICEDATE: **11/20/2019**

Serve as liaison to various County offices and departments: Information Technology, Human Resources, Finance & Taxation, the District Attorney’s Office and the Board of Commissioners’ Office.

Provide training to employees as needed on various administrative functions.

Assist in the development and implementation of policies, procedures and office standards and practices for more efficient Sheriff’s Office operations.

Perform administrative duties in support of the Sheriff’s Office, including word processing, information compilation, operation of standard office equipment, maintaining files, processing mail, receiving/receipting and distributing fees and other monies, providing meeting support and answering telephones.

Maintain an accurate and extensive filing system relating to Sheriff’s Office activities, training and personnel issues.

Respond to inquiries from the general public, other departments and agencies. Explain policies and procedures.

Confer with Command Staff regarding office activities. Perform public relations and liaison duties on behalf of the Sheriff’s Office.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure supervised staff comply with same.

SUPERVISORY RESPONSIBILITIES: Supervise 5-6 support staff employees. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the Sheriff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Sheriff and is reviewed by the Sheriff through conferences, reports and evaluation of the effectiveness of programs in accomplishing Departmental goals and objectives.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate’s degree in business, office management, bookkeeping, accounting or related field. Four years of progressively responsible experience in office management, accounting or bookkeeping which must include prior experience in law enforcement related agency. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

SPECIAL NECESSARY QUALIFICATIONS: Must be free of criminal convictions which would affect the ability or perception of the ability to perform this position. Possession of a valid motor vehicle

operator’s license and must be insurable under the County’s liability insurance coverage. Law Enforcement Data Systems certification.

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of modern office management and supervision. Considerable knowledge of bookkeeping and accounting principles and practices. Strong familiarity with the use and operation of all types of standard office equipment and with the use of personal computers and business software, such as word processing, spreadsheets and databases. Knowledge of criminal justice management practices and principles.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to communicate effectively both verbally and in writing. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to act effectively and decisively in emergency situations. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Occasional work after hours is required. While performing the duties of this job, the employee may be required to travel outside the community to attend meetings or training. The employee may be exposed to a hostile environment when dealing with offenders and must be able to interact to diffuse offender aggression. Daily contact with adult offenders. Exposed to hazards and risks which accompany exposure to incarcerated individuals.

Office environment requires tact and sensitivity.